

Ex 3348

shall be struck out and "retired officers attached to each Department"  
shall be inserted after "retired generals"

of  
"Item 1, Par. 1, Regulations of the Army Air Force Headquarters"  
in Article 53 shall be changed to "Item 1 of Regulations of the Army  
Air Force Headquarters"

Army Document (General)

No. 3000

Notice of Revision of Regulations Concerning Transaction of  
Affairs of the War Ministry Directed to War Ministry Staff

Regulations Concerning Transaction of Affairs of the War Ministry  
shall be revised as indicated in the appendix.

May, 20th, 1937

War Minister SUGIYAMA, Gen

Excerpt from Regulations Concerning Transaction of affairs of  
the War Ministry

#### CHAPTER I

#### GENERAL Rules

Article 1. These Regulations shall provide for items concerning  
the transaction of affairs under the jurisdiction of the War Ministry  
and the transaction of affairs between the War Ministry and the Army  
Air Force Headquarters.

Article 2. The affairs of this ministry shall be divided among  
the Bureaus and the minister's <sup>secretariat</sup> and the minister's Secretariat shall

take charge of the management of affairs thereof, unless otherwise provided.

Article 3. Documents to be issued within or without the army may be dispatched in the name either of the Vice minister or of the Senior adjutant according to their nature. In addition to the preceding paragraph, such documents which are to be issued as a formality such as certificates and licenses and others of less importance shall be dispatched in the name of the Ministry and those pertaining simply to delivery or information may be issued in the name of the Minister's Secretariat.

Article 4. In these Regulations unless otherwise provided provisions concerning each Section will apply correspondingly to the Legal Bureau and the Press Section; those provisions relating to Section Chiefs will apply in the case of higher officials of the Legal Bureau and the Chief of the Press Section and those provisions relating to the Section Staffs will apply to the officials attached to Bureaus (Minister's Secretariat), officers on regular duty, here in additional posts, members of the Legal Bureau and of the Press Section, to engineers and to secretaries (unless otherwise provided.)

Article 5. Inasmuch as the affairs of this Ministry embrace for the most part matters of confidence and secrecy all personnel all specially required to take the utmost care to protect the security of confidential and secret material.

Article 6. The Senior adjutant shall prescribe duties and any other matters in detail in compliance with this provision, with regard to correspondence clerks, receptionists, employees and gatekeepers.



CHAPTER II

SERVICE

Article 7. The Diet Vice-Minister shall assist the Minister, participate in administrative affairs and take charge of negotiations between the Imperial Diet and War Ministry. However, he shall not participate in matters relating to military secrets or military command.

Article 8. The Vice-minister shall assist the Minister, manage ministerial affairs and supervise the Minister's Secretariat and each respective Bureaus.

Article 9. A Councillor shall take part in negotiations between the Imperial Diet and War Ministry and in other administrative affairs on the order of the Minister. However, he shall not participate in matters, relating to military secrets or military commands.

Article 10. Bureau Chiefs shall take charge of Bureau affairs and command and supervise their subordinates, pursuant to the orders of the Minister.

Article 11. In compliance with the orders of the Minister and the Vice-Minister, the Senior Adjutant shall take charge of affairs of the Minister's Secretariat assign duties to other adjutants and officers attached to the Secretariat and exercise supervision thereof.

In addition to the preceding paragraph the Senior Adjutant shall take charge of the general management of the Ministry, pursuant to orders of the Minister and Vice Minister.

Article 12. Bureau Chiefs shall establish detailed regulations concerning the transaction of affairs of their Bureaus and the Senior Adjutant shall do likewise in connection with the Minister's Secretariat, subsequently reporting them to the Minister.

Article 13. The Private Secretary being attached exclusively to the Minister shall be engaged in confidential business for him and go on his errands.

Article 14. Secretaries will lay their opinions before the Minister, the Diet Vice-minister, the Vice-minister and the Councillor, in reply to their consultations and assume the responsibility for the investigation and drafting of laws and regulations for the documents relating thereto.

Article 15. Section Chiefs will command the members of the Section and take charge of affairs thereof, pursuant to the orders of the Chief of the Bureau. The Chief of the Intendance Section may, however, entrust part of his business concerning allowances and ministry supplies to the Senior Adjutant, excepting matters relating to the business of the disbursing officer and receiving officer.

Article 16. The members of a Section shall conduct matters concerning investigation, drafting, examination and inspection pursuant to the orders of the Section Chief.

Article 17. Engineers shall engage in technical investigation, draughting examination and inspection pursuant to the orders of their superiors.



Article 18. Junior Secretaries will conduct their duties pursuant to the orders of their superiors.

Article 19. <sup>and</sup> Clerks assistant-engineers will conduct their duties pursuant to the orders of their superiors.

Article 20. To each Bureau and Section there shall be attached a "SHOU-KOTO-KAN" (TN--an official of "SONIN" rank to manage general affairs) and a "SHOU-HANNIN-KAN" (TN--an official of "HANNIN" rank to engage in the same nature of duty) whose duties are to conduct matters relating to general affairs, sanitation and building and repair of Bureaus and Sections. As to sanitation and building and repair, they shall be under the supervision of the Senior Adjutant.

### Chapter III

#### Handling of Documents

Article 21. official documents arriving at this Ministry shall be received by the communication clerk of the Minister's Secretariat except those addressed to Bureau or Section Chiefs and will be handled.

1. Sealed letters which are marked "Confidential," "Private and Personal," "'KEN-KO', No.----," "Most Strictly Confidential," "Strictly Confidential," "'KEI-HI', Confidential" or "'SANBO', No. ...." will be <sup>delivered</sup> ~~delivered~~ to the competent adjutant after the names of addressed and addressor and number have been entered in the record.

2. Sealed letters (which are marked) "I", "ON", "KUN", "KON", or "HI-NIN" and test lists, lists of selection for promotion or lists of seniority or such documents, shall be delivered to the Bureau of Personnel Affairs with the delivery book.

3. Documents other than those mentioned in the preceding two paragraphs, shall be opened by the liaison clerks and be delivered to the competent adjutant after the subject title and number have been entered in the receipt record and the entry number on the document concerned.

4. Documents concerning the same single subject will be marked with the same number until the transaction of the matter is concluded, so that the sequence of transaction may be made clear. However, the number may be renewed in case a document is found to have connection with a previous subject after the composite diary has been compiled.

Article 22. Telegrams which arrive at this Ministry except ordinary ones addressed to the Bureau or Section shall be received by the communication clerks of the Minister's Secretariat and be translated except those relating to personnel affairs or those of which translation is prohibited by special order, and will be delivered to the competent adjutant or according to the delivery book directly to the addressees except those relating to personnel affairs which will be delivered to the competent Section, the translation of confidential telegrams or those requiring more confidential treatment shall be conducted by officers specially nominated.

Article 23. The competent adjutant shall examine the documents classified in Paragraph 1 of Article 21 and the telegrams of the preceding article. With regard to confidential or secret ones he shall make the chief clerk under his direct supervision enter the



DEF. DOC. #2229

subject title and number of telgrams in the receipt record and the receipt number in the receipt record as well as on the documents concerned.

As to others the competent adjutant shall have the liaison clerk deal with them according to Paragraph 3 of Article 21. However, among the documents shown in Paragraph 1 of Article 21, those marked "Most Strictly Confidential," "Strictly Confidential," "KEI-HI", Confidential" or "S&N-BD, No....." shall be sent further to the Confidential Secretary.

Article 24. The competent adjutant shall deliver the documents which among those prescribed in Paragraph 3 of Article 21 and the preceding article excepting those in the proviso, are deemed important and deserving prompt inspection by the Minister, the Parliamentary vice-minister, the Vice-minister or the Councillor, to the Senior adjutant. Other documents will be handed over to liaison clerks for delivery to sections concerned, nominating the competent section for those which need be submitted for consideration to respective Sections, and the Sections concerned for those simply to be circulated for perusal.

Article 25. In the case of documents requiring consideration and concerning several Sections, and where it is not clear which section should take charge thereof, the Senior adjutant shall nominate the competent Section upon receiving instructions of the Vice-minister.

Article 26. In case the Confidential Secretary receives any document prescribed in the proviso of Article 23, he shall enter it

DEF. DOC. #2229

in the receipt book and upon investigation present it to the Minister or Vice-minister when he deems it necessary that it be inspected by the minister or Vice-minister. Others will be forwarded to the competent adjutant.

The competent adjutant shall deal with those documents in the manner prescribed in the latter part of Article 24, which are forwarded to him from the Confidential Secretary according to the provision of the preceding Paragraph.

Article 27. The transaction of affairs of this Ministry shall be entrusted on the basis indicated in attached tables 1--10 to the decision of the Vice-minister, Bureau Chiefs or to the Senior Adjutant. But the Bureau Chiefs may, within their spheres transfer matters of minor importance to the disposal of the competent Section Chief.

Among the matters, decided upon according to the prescription of the preceding Paragraph those where it is deemed necessary will be reported to the superiors as occasion arises.



Article 28. Each section shall register in the receipt register the number and the subject of every document received; matters considered as confidential or secret, however shall be dealt with in accordance with the Art. 23.

Article 29. Among documents under consideration formulated by each section, those which are urgent a red tag, and on those which need to be dispatched on the very same day, a blue tag shall be attached by the section in charge and the latter must be sent over to the Minister's Secretariat not later than two hours before office closing time.

Article 30. Among matters formulated by each section as to those which are important, the Bureau Chief concerned, at the time of the beginning of the formulation or at any other appropriate time, shall express his views directly to the Minister or to the Vice-Minister to get his private consent for its execution.

In case private consent is obtained for a document under consideration, mention to that effect must be given in a corner of the document concerned.

Article 31. As to approval of a document under consideration, the section in charge shall, in accordance with the provisions of Art. 27 and with the degree of its importance, indicate (Vice-Minister in charge) on a column specified for approval of the document in case an approval of Vice-Minister should be required and (Director in charge) if an approval of a Director is required and if the document is to be sent around (before or after execution) to a parliamentary Vice-Minister or

councillor the same section shall make an indication to this effect on the same column.

Article 32. As to a document under consideration which needs joint dealings, the principal section in charge shall mention the name etc. of the Bureau and the section whose joint responsibility is required. But a section considered having joint relationship shall only be those whose joint responsibility is required beforehand according to the contents of the document and as for the order sections concerned it should be sent them for perusal only after execution.

If, among the documents in the preceding paragraph, there are those which concern enactment or interpretation of laws and regulations, necessitating statutory legislation, these shall be handed over to the secretary.

Article 33. As for matters considered confidential or secret which require joint dealings from the sections concerned, the principal officials in charge shall jointly confer.

Article 34. As for documents which demand joint dealings among a number of sections and require urgency, the principal section in charge shall call out the responsible officials of the sections concerned for consultation or distribute a copy of the documents in question to the sections concerned and demand joint return of them at a specified date and send these to the Minister's Secretariat after labelling a mark of joint dealing to the original draft.

Article 35. As to matters where joint dealings have been requested to other sections, the principal section in charge shall take necessary



Def. Doc. # 2229

steps for the progress of the business and speed up its settlement.

Article 36. In the event that Bureau Chief or the chief of section is not available to fix his seal for a document which demands urgency, the chief of section in charge may act for the Bureau Chief and an official of the section in charge may act for the chief and affix his seal to and deal with the document assuming the responsibility. At any rate, soon after the matter, the matter shall be reported to the Bureau Chief or the Chief of Section.

Article 37. As to forms of issuing documents, classification for distribution and term of preservation, the section in charge should clearly record them on the document under consideration.

Article 38. With the exception of what is stipulated in state orders, such as laws, Imperial Ordinances, ministerial ordinances etc. state documents shall be issued according to the following classifications, but those which necessitate confidential or secret handling must bear a special mark separately fixed for this purpose.

1. Military Order No.-- common to the Army and the Navy and for publication.
2. Military Order for Army No.-- military orders regarding ordinances, regulations and of the Army and for publication.
3. Military Order ARMY A No.-- military order regarding confidential matters of the corresponding year and not for publication.
4. Military Order Army B No.-- military order regarding matters specified as secret and not for publication.

Def. Doc. # 2229

5. Army Notification No.-- orders and regulations issued for the inner circles and for publication in the Official Gazette.
6. Instructions from the War Ministry No.-- matters to be notified to the Army in Several as to military administration and orders issued for Local and Prefectural Governments, also budget matters; for publication in the Official Gazette.
7. Notifications from the War Ministry No.-- Matters concerning administration to be notified to the public and for publication in the Official Gazette.
8. Army Confidential No.-- Orders, Notification and correspondence concerning confidential matters of the corresponding year besides Military Orders Army A No.
9. Army Secret No.-- Orders, Notifications and correspondence concerning secret matters with the exception of Military Orders Army B No.
10. Army Instruction No.-- Instruction, Directions, etc., concerning confidential, secret or General matters.
11. Army Regular No.-- All other documents those mentioned in the aforesaid numbers.

Regarding documents from No. 8 to No. 11 in the preceding paragraphs which are to be sent by telegraph, the word Telegraph will be added thereto; for example, (Army Secret Telegraph No. ---)

In time of war or trouble or for particular incidents marks specially fixed can be used aside from the two previous.

Article 39. If the wording of a document under consideration is redundant, the text must be simplified as much as possible on a separate



Def. Doc. # 2229

sheet.

To a document under consideration, the substance of the draft must be noted down for reference and again related documents attached; matters that are simple, however, do not fall into this category.

If, among documents under consideration, there are those which concern enactment, revision or abrogation of laws, Imperial Ordinances, Military Orders, Departmental Ordinances, Military Notifications, announcements and other important regulations, the reasons which necessitates these actions must be given article by article and comparative papers of the new and old added, but for matters which are simple, only summarized reasons will be sufficient.

As for documents which concern enactment, revision or abrogation of laws and Imperial Ordinances, and which require application to the Government, the name and the title of the principal official in charge and, if necessary, the name of the section to which he belongs must be added besides those mentioned in the preceding paragraph.

Article 40. The documents of each section whose consideration have already been finished must be handed over to the Minister's Secretariat without delay for review by the Adjutant and to have it carried into effect after getting approval of the Minister or Vice-Minister to whom they are submitted in order. But those which bear an indication of *being matters entrusted to the* (Bureau Chief in charge) or matters with which the Senior Adjutant is entrusted must be carried into effect immediately by the Senior Adjutant and among matters with which the Bureau Chief and the Senior Adjutant

Def. Doc. # 2229

are entrusted which are considered simple can be carried into effect by the principal Adjutant in charge without the review of the Senior Adjutant.

If, in the preceding case, there are some which need revision of wording, the Senior Adjutant or principal Adjutant must do it, and, if necessary, communicate this to the principal section in charge.

Article 41. If, as to matters of emergency which need the Minister's approval and regular formalities can not be taken, the Senior Adjutant may carry it into effect by making immediately a direct report to the Minister or Vice-Ministers and receiving his instructions, but following its execution the principal section in charge shall be informed.

Article 42. As to documents under consideration already approved by the Minister or Vice-Minister (as to those which need the Parliamentary Vice-Minister's perusal and were already read by him) or those which were already carried into effect by the Senior Adjutant or Adjutant, the Senior Adjutant or Adjutant must go through due formalities for the execution in stamping his own seal on a column specified for the execution. As to official documents other than those provided in the preceding paragraph and already perused by the Minister and on down by his subordinates and by each section concerned, a seal (Reviewed) must be put according to the preceding paragraph to indicate that the documents have been completed.



Def. Doc. # 2229

Article 43. As to documents of the preceding paragraph which are to be carried into execution, an official in charge of correspondence of the Minister's Secretariat must copy them, note down in a message diary the name of the subject and the through number, put the same date and the same number on the principal and the draft documents and two responsible subordinate officials, after revision, must stamp their seal on the draft, take this to the principal Adjutant to be revised, who after affixing his seal will then have it dispatched.

Composition and dispatch of telegrams are the business of officials in charge of correspondence, and immediately after a dispatch is finished, documents under consideration must be returned immediately to a responsible adjutant for his examination.

Documents under consideration already carried into execution must, at the time of drawing-up of an Ordinary Subordinate Officials' Report, be submitted to a responsible Section and those which require perusal and also draft for resolutions shall be presented for perusal to the corresponding official or the Section concerned.

Documents of the preceding Article which are to be put into type and printing must be taken up by an official in charge of printing in the Minister's Secretariat and, then distributed according to the classification specified by the responsible section or senior Adjutant.

Composition and revision of printing matters and drafts for publication in an Official Gazette are taken charge by a responsible section and the reviser must put his seal on the documents under consideration or the drafts.

Article 44. Reports to the Throne must be copied by an official in charge of correspondence of the Minister's Secretariat and after being inspected by the competent adjutant, the minister's stamp or an official seal must be put thereto and necessary steps taken to report to the Throne.

Military orders will be numbered after the minister's counter-signature and originals will be kept in the Minister's Secretariat after proclamation.

Reports to the Throne other than military orders will be kept in the custody of the Minister's Secretariat after they have been submitted to the Throne and after notification of sections concerned.

Article 45. Documents, diagrams, etc., to be appended to reports to the Throne, and so despatches etc., must be sent to the Minister's Secretariat after indication by the responsible section as to the member required of these and to the classification for each destination.

Article 46. Among matters concerning personnel affairs hereafter mentioned, for those which are considered secret, the Director of the Bureau of Personnel Affairs must get approval from the Minister or Vice-Minister according to the degree of importance (those which need minister's approval positively must be inspected by the Vice-Minister) or the Director of Bureau of Personnel Affairs can deal with them himself. Receipts, dispatches, consultations and reports to the Throne as to these documents can be dealt with by the Bureau



of Personnel Affairs according to the provisions of the preceding Articles.

1. Matters regarding movement, appointment and dismissal, seniority, recommendations, appointments, increases in salary, increase in allowances and records of military officers and civil officials and other personnel affairs.
2. Matters regarding war service of military officers and civil officials.
3. Matters regarding the waiting-list, leave from office, suspension from office, or personnel affairs of first or second reserve officers, sub-officers and retired generals.
4. Matters regarding civil appointment of sub-officers and non-commissioned officer.
5. Matters regarding pension and Government grant.
6. Matters regarding conferment of rank, award of decorations, medals, medals for merit, citations and gratuities.
7. Matters regarding marriage.

Article 47. Publications in the press are in the hands of the Press Section, therefore, each Bureau and Section should furnish to that Section reports on necessary matters at the proper time.

Concerning publication, the Section must seek the joint co-operation of each Bureau or section concerned and the Senior Adjutant and, according to the degree of importance, get the approval of the Minister, the Vice-Minister or the Bureau Director, otherwise the head of the

Press Section is authorized to carry it into execution at his own discretion, but in case of emergency the preceding formalities can be dispensed with and the matter managed on his own authority. In such a case, however, a report or a communication must be made as soon as possible after doing so.

Article 48. Documents sent by the Minister's secretariat to each section merely for perusal must be read immediately by the chief or a member of the section and, after his seal has been affixed thereto, sent to the other Bureaus, sections or Minister's Secretariat.

Article 49. For the delivery of documents and telegrams within the Ministry, a container and delivery book must be used and each recipient must affix his seal thereto.

Article 50. Documents delivered by Minister's Secretariat which require action, but for which process has not yet been completed, must be reviewed by the Minister's Secretariat at the end of each month and the Secretariat will prepare a review table, and will send this to each section. Each Section must send back the table, within three days, after ~~noting~~ down therein the reason for delay.

Article 51. Documents under consideration presented by sections, execution of which, however, has to be stopped by order of the Minister or Vice-Minister, must be sent by the Senior Adjutant to the responsible section and this section must keep them in custody and inform the sections concerned to that effect.



Ref. Doc. #2229

Article 52. Old confidential or secret material must be burnt or boiled down under the surveillance of an adjutant or a section official.

Article 53. As to the matters stipulated in each number of the 1st Paragraph of Article I of the Military aviation Headquarters Regulations, approval of the War Minister is necessary with the exception of those provided in Appendix No. 11.

Article 54. As to the handling of documents under consideration drafted by Military Aviation Headquarters which are to be issued under the name of officials of the Ministry and of documents of which each Bureau and section requires joint handling on the part of Military Aviation Headquarters, or those sent for perusal, the provisions from Art. 24 to Art. 52 and of Art. 55 will apply.

Documents demanding joint handling on the part of Military Aviation Headquarters or to be forwarded there for perusal must be sent to the Bureau of General Affairs of the same Headquarters, but, in case of urgency, an official of the responsible section can go to the same Headquarters and request the co-operation of the Bureau or Section concerned.

(Hereafter, having no relation, omitted).

Army Normal No. 6821

Amendments made in the Regulations concerning Direction of Affairs, of the War Ministry, to be notified.

Def. Doc. # 2229

To those concerned.

Amendments have been made as follows in the Regulations Concerning Direction of Affairs, of the War Ministry.

15th October, 17th year of Showa

War Minister TOJO Hideki

#### Appendix

Article I. After "War Ministry and" add "Army Munitions Administration Headquarters"

Article 53. As to the matters provided for in Article 1 of Army Munitions Administration Headquarters Regulations and Art. I of Military Aviation Headquarters Regulations approval of the minister or Vice-Minister is necessary with the exception of those provided for in No. 10 and No. 11 of the Appendix.

In Paragraph I, Art. 54, "Military Aviation Headquarters" is amended to read "Army Munitions Administration Headquarters and Army Air Headquarters", and "and Army Air Headquarters" to read "as well as Army Munitions Administration Headquarters and Army Air Headquarters", and in Paragraph II of the same Article "Army Air Headquarters" to read "Army Munitions Administration Headquarters and Military Aviation Headquarters".



CERTIFICATE OF AUTHENTICITY

I, MIYAMA, Yozo, who occupy the post of The Chief of the Archives Section of the First Demobilization Bureau, hereby certify that the document hereto attached, written in Japanese, consisting of 18 pages and entitled "Excerpt from War Ministry General Affairs Regulations" (General Regulations Service, Handling of Documents) is an exact excerpt from the document in the custody of the Japanese Government. (The first Demobilization Bureau).

certified at Tokyo,

on this 25th day of Aug. 1947

/S/ MIYAMA, Yozo (seal)

I hereby certify that the above signature and seal were affixed hereto in the presence of the witness.

at the same place,

on the same date

Witness: /S/ OKO, Mitsuo (seal)